

J. Financial Reports

1. Monthly 210a "Grant Summary Report" - ADVANTAGE


This report (see **below**) summarizes activity at the grant number level and includes both current and prior year activity. The report also provides various other non-financial information such as Entity-Wide grant number, grantor, description and CFDA number obtained from the AGRT and GBLT tables.


03/06197		FEBRUARY 1997 MONTH END REPORT				PAGE	39
REPORT NO: A6210A		GRANT SUMMARY REPORT					
		FOR PERIOD ENDING 97308					
FUND: 211 - ADULT PROBATION GRANTS						START	96/07/01
AGENCY: 111 - ADULT - PROBATION GRANT						END:	97/09/30
STATE - GRANT - PGJB7		GRANTOR: AZ DOE				CAN:	
GRANT NO: PGJB7 - AZ DEPT OF EDUCATION		FED GRANT DOC NO:				FED CAT NO:	84.002
EXPENSE BUDGET SUMMARY							
OBJ OF EXPENSE	CURRENT MODIFIED BUDGET	EXPENDITURES CURRENT PERIOD	EXPENDITURES INCEPTION TO DATE	OUTSTANDING PRE- ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	FUNDS AVAILABLE	
RPTC: JB7P - PERSONNEL		BEG - EXPENSE	0.00		BEG -REVENUE	0.00	
BUDGET FROM GBLT:	56,560.00						
ORGANIZATION: 1166 - LITERACY COMPONENT							
0701 01 REG SALARIES	0.00	1,439.01	19,014.45	0.00	0.00	19,014.45	
0701 05 HOLIDAY PAY	0.00	287.80	1,520.84	0.00	0.00	1,520.84	
0701 06 VACATION PAY	0.00	575.60	690.72	0.00	0.00	690.72	
0750 01 FICA	0.00	138.07	1,845.04	0.00	0.00	1,845.04	
0750 02 MEDIC TAX	0.00	32.28	431.51	0.00	0.00	431.50	
0750 06 STATE RET PL	0.00	73.69	986.41	0.00	0.00	986.41	
0750 10 NAT DENTAL	0.00	0.00	238.21	0.00	0.00	238.21	
0750 15 INTERGP HLTH	0.00	0.00	1,243.11	0.00	0.00	1,243.11	
0750 17 HHO ARIZONA	0.00	229.10	1,982.45	0.00	0.00	1,982.45	
0750 18 HFGRS LIFE	0.00	0.00	65.93	0.00	0.00	65.93	
0750 27 ASRS LTD	0.00	11.29	151.01	0.00	0.00	151.01	
0750 29 DELTA DENTAL	0.00	20.85	46.90	0.00	0.00	46.90	
0750 30 RELIA LIFE	0.00	5.55	12.48	0.00	0.00	12.48	
ORG TOTAL:	0.00	2,813.24	28,229.06	0.00	0.00	28,229.06	
ORGANIZATION: 1169 - ON CALL							
0705 01 TEMP HELP	0.00	1,649.91	13,558.35	0.00	0.00	13,558.35	
0750 01 FICA	0.00	102.31	840.63	0.00	0.00	840.63	
0750 02 MEDIC TAX	0.00	23.92	196.91	0.00	0.00	196.61	
0750 06 STATE RET PL	0.00	52.81	252.94	0.00	0.00	252.94	
0750 27 ASRS LTD	0.00	8.08	38.70	0.00	0.00	38.70	
ORG TOTAL	0.00	1,837.03	14,887.23	0.00	0.00	14,887.23	
RPTC TOTAL:	0.00	4,650.27	43,116.29	0.00	0.00	43,116.29	
REVENUE BUDGET SUMMARY							
OBJ OF EXPENSE	CURRENT MODIFIED BUDGET	EXPENDITURES CURRENT PERIOD	EXPENDITURES INCEPTION TO DATE	OUTSTANDING PRE- ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	FUNDS AVAILABLE	
RPTC: JB7R - REVENUES		BEG - EXPENSE	0.00		BEG - REVENUE	0.00	
BUDGET FROM GBLT:'	0.00						
ORGANIZATION: 1110 - ADMINISTRATION/TECHNICAL SERV							
0615 02 STATE GRANTS	0.00	0.00	33,284.00	33,284.00	33,284.00-		

1. Monthly Grant Inception to Date Activity Report - DOF-Grants Unit.

The Grant Inception to Date Report (see **following page**) compiles grant activity at the entity-wide grant number level over multiple fiscal years. It is more accurate and less laborious to read than any ADVANTAGE grant report available. The report provides information that is either difficult or not at all attainable on ADVANTAGE. For instance:

- a) CAFR entries are immediately incorporated in the DOF-Grants Unit report months before they are posted to ADVANTAGE sometime in late November.
- b) All inception to date activity is reported for a grant, not just those reporting categories which have had current year activity.
- c) All transactions where budget years and fiscal years do not match (i.e, Corporate Express discounts in July) is reported, even though the ADVANTAGE reports may never directly report the activity.
- d) Activity is sorted and subtotaled on a grant by grant basis, and does not require manual sorting and calculations of ADVANTAGE reports.
- e) Is available though e-mail or diskette.

 **ADVANTAGE General Ledger (OLGL) Downloads-** *Download of all ADVANTAGE OLGL (On-Line General Ledger) transactions that support the financial information provided in the Grant Inception to Date Report can be obtained from the DOF-Grant Unit.*

 **ADVANTAGE Grant Module Downloads-** *Monthly downloads of ADVANTAGE tables such as the OLGL, AGRT, GBLT or RPTG are available from the DOF-Grant Unit or DOF Financial Analysis Division.*

Grant Inception to Date Activity										Produced by the Department of Finance - Grants Unit				
February 1998 Month End										Questions? Call Scott Allen @ 506-7290				
Fund	Agency	Program Grouping	Entity Wide # (i.e. Grant Award Year Grouping)	Grant #	Reporting Category	Total Revenues FY 1998	Total Expenses FY 1998	Total Encumbrances FY 1998	Total Revenues FY 1997-prior	Total Expenses FY 1997-prior	Total Inception Revenues	Total Inception Expenses	Net (Due From Other Governments)/ Revenue Collected in Advance Balance	
532	861	00	H100	C70970215	ZL47	(0.00)	(0.00)	(0.00)	(0.00)	(53,252.00)	(0.00)	(53,252.00)		
532	861	00	H100	CS956005D	ZS44	(0.00)	(16,870.92)	(0.00)	(0.00)	(0.00)	(0.00)	(16,870.92)		
532	861	00	H100	CS965050	ZK56	(0.00)	(0.00)	(0.00)	(0.00)	(2,727.50)	(0.00)	(2,727.50)		
532	861	00	H100	INDRT REV	H100	118,528.58	(547,487.50)	(208,809.49)	148,917.37	935,894.91	267,445.95	388,407.41	655,853.36	
			H100 Total			118,528.58	(564,358.42)	(208,809.49)	148,917.37	879,915.41	267,445.95	315,556.99	583,002.94	
532	861	00	STAFFHRS	STAFFHRS	H490	(0.00)	(0.00)	(0.00)	299.98	(299.98)	299.98	(299.98)	0.00	
			STAFFHRS Total			(0.00)	(0.00)	(0.00)	299.98	(299.98)	299.98	(299.98)	0.00	
532	861	10.557 AZ DHS	C546	C86960724	ZC19	(0.00)	(0.00)	(0.00)	(0.00)	4,625.11	(0.00)	4,625.11	4,625.11	
532	861	10.557 AZ DHS	C546	C896057401	ZB43	(0.00)	(0.00)	(0.00)	(0.00)	(22,216.25)	(0.00)	(22,216.25)	(22,216.25)	
532	861	10.557 AZ DHS	C546	CHS8646	C546	(0.00)	(66,355.17)	(0.00)	5,519,170.94	(5,046,742.95)	5,519,170.94	(5,113,098.12)	406,072.82	
532	861	10.557 AZ DHS	C546	CS916103A	ZZ02	(0.00)	(0.00)	(0.00)	(0.00)	(35,558.76)	(0.00)	(35,558.76)	(35,558.76)	
532	861	10.557 AZ DHS	C546	CS925066A	ZZ04	(0.00)	(0.00)	(0.00)	(0.00)	(19,610.62)	(0.00)	(19,610.62)	(19,610.62)	
532	861	10.557 AZ DHS	C546	CS926004	Z802	(0.00)	(0.00)	(0.00)	(0.00)	0.00	(0.00)	0.00	0.00	
532	861	10.557 AZ DHS	C546	CS926004A	ZZ09	(0.00)	(0.00)	(0.00)	(0.00)	(13,088.34)	(0.00)	(13,088.34)	(13,088.34)	
532	861	10.557 AZ DHS	C546	CS926013A	ZZ08	(0.00)	(0.00)	(0.00)	(0.00)	(47,840.43)	(0.00)	(47,840.43)	(47,840.43)	
532	861	10.557 AZ DHS	C546	CS926014A	ZZ10	(0.00)	(0.00)	(0.00)	(0.00)	(10,495.88)	(0.00)	(10,495.88)	(10,495.88)	
532	861	10.557 AZ DHS	C546	CS936012A	ZZ06	(0.00)	(0.00)	(0.00)	(0.00)	(24,686.64)	(0.00)	(24,686.64)	(24,686.64)	
532	861	10.557 AZ DHS	C546	CS936013A	ZZ01	(0.00)	(0.00)	(0.00)	(0.00)	(15,191.97)	(0.00)	(15,191.97)	(15,191.97)	
532	861	10.557 AZ DHS	C546	CS936022	Z442	(0.00)	(0.00)	(0.00)	(0.00)	(5,212.50)	(0.00)	(5,212.50)	(5,212.50)	
532	861	10.557 AZ DHS	C546	CS936022	ZZ07	(0.00)	(0.00)	(0.00)	(0.00)	(12,968.75)	(0.00)	(12,968.75)	(12,968.75)	
532	861	10.557 AZ DHS	C546	CS936033A	ZZ03	(0.00)	(0.00)	(0.00)	(0.00)	(26,722.16)	(0.00)	(26,722.16)	(26,722.16)	
532	861	10.557 AZ DHS	C546	CS936057A	ZZ05	(0.00)	(0.00)	(0.00)	(0.00)	(19,400.01)	(0.00)	(19,400.01)	(19,400.01)	
532	861	10.557 AZ DHS	C546	CS956005A	ZZ11	(0.00)	(0.00)	(0.00)	(0.00)	(121,484.91)	(0.00)	(121,484.91)	(121,484.91)	
532	861	10.557 AZ DHS	C546	CS956016A	ZZ12	(0.00)	(0.00)	(0.00)	(0.00)	(44,203.06)	(0.00)	(44,203.06)	(44,203.06)	
			C546 Total			(0.00)	(66,355.17)	(0.00)	5,519,170.94	(5,460,798.12)	5,519,170.94	(5,527,153.29)	(7,982.35)	
532	861	10.557 AZ DHS	C646	C646	C646	2,407,991.56	(1,795,414.72)	(102,561.80)	3,573,307.11	(3,562,833.80)	5,981,298.67	(5,358,248.52)	623,050.15	
532	861	10.557 AZ DHS	C646	C70970245	ZR73	(0.00)	(9,605.24)	(0.00)	(0.00)	(0.00)	(0.00)	(9,605.24)	(9,605.24)	
532	861	10.557 AZ DHS	C646	C8696057401A	ZJ50	(0.00)	(9,157.50)	(0.00)	(0.00)	(27,742.50)	(0.00)	(36,900.00)	(36,900.00)	
532	861	10.557 AZ DHS	C646	C86960724A	ZJ75	(0.00)	(5,909.16)	(0.00)	(0.00)	(17,900.01)	(0.00)	(23,809.17)	(23,809.17)	
532	861	10.557 AZ DHS	C646	C86970724	ZL54	(0.00)	(10,628.88)	(0.00)	(0.00)	(7,042.61)	(0.00)	(17,671.49)	(17,671.49)	
532	861	10.557 AZ DHS	C646	C8697082401	ZR37	(0.00)	(4,688.13)	(0.00)	(0.00)	(0.00)	(0.00)	(4,688.13)	(4,688.13)	
532	861	10.557 AZ DHS	C646	CS916103B	ZJ52	(0.00)	(9,119.94)	(0.00)	(0.00)	(27,499.68)	(0.00)	(36,619.62)	(36,619.62)	
532	861	10.557 AZ DHS	C646	CS925066B	ZJ41	(0.00)	(0.00)	(0.00)	(0.00)	(11,429.32)	(0.00)	(11,429.32)	(11,429.32)	
532	861	10.557 AZ DHS	C646	CS926013B	ZJ42	(0.00)	(21,581.62)	(0.00)	(0.00)	(28,250.04)	(0.00)	(49,831.66)	(49,831.66)	
532	861	10.557 AZ DHS	C646	CS926014B	ZJ43	(0.00)	(2,572.92)	(0.00)	(0.00)	(7,795.26)	(0.00)	(10,368.18)	(10,368.18)	
532	861	10.557 AZ DHS	C646	CS936012B	ZJ44	(0.00)	(6,067.71)	(0.00)	(0.00)	(18,381.33)	(0.00)	(24,449.04)	(24,449.04)	
532	861	10.557 AZ DHS	C646	CS936013B	ZJ45	(0.00)	(1,262.95)	(0.00)	(0.00)	(10,091.38)	(0.00)	(11,354.33)	(11,354.33)	
532	861	10.557 AZ DHS	C646	CS936033B	ZJ46	(0.00)	(6,840.48)	(0.00)	(0.00)	(20,118.96)	(0.00)	(26,959.44)	(26,959.44)	
532	861	10.557 AZ DHS	C646	CS936057B	ZJ47	(0.00)	(4,911.33)	(0.00)	(0.00)	(14,878.26)	(0.00)	(19,789.59)	(19,789.59)	
532	861	10.557 AZ DHS	C646	CS956005B	ZJ48	(0.00)	(30,005.13)	(0.00)	(0.00)	(90,747.60)	(0.00)	(120,752.73)	(120,752.73)	
532	861	10.557 AZ DHS	C646	CS956016B	ZJ87	(0.00)	(9,260.61)	(0.00)	(0.00)	(28,053.81)	(0.00)	(37,314.42)	(37,314.42)	
			C646 Total			2,407,991.56	(1,927,026.32)	(102,561.80)	3,573,307.11	(3,872,764.56)	5,981,298.67	(5,799,790.88)	181,507.79	
532	861	10.557 AZ DHS	C746	C70970245A	ZR75	(0.00)	(25,919.93)	(0.00)	(0.00)	(0.00)	(0.00)	(25,919.93)	(25,919.93)	
532	861	10.557 AZ DHS	C746	C746	C746	1,265,007.97	(1,734,237.51)	(50,325.16)	(0.00)	(0.00)	1,265,007.97	(1,734,237.51)	(469,229.54)	
532	861	10.557 AZ DHS	C746	C8696057401B	ZR78	(0.00)	(15,240.00)	(0.00)	(0.00)	(0.00)	(0.00)	(15,240.00)	(15,240.00)	
532	861	10.557 AZ DHS	C746	C86960724B	ZR77	(0.00)	(9,839.02)	(0.00)	(0.00)	(0.00)	(0.00)	(9,839.02)	(9,839.02)	
532	861	10.557 AZ DHS	C746	C86970724A	ZR70	(0.00)	(17,688.81)	(0.00)	(0.00)	(0.00)	(0.00)	(17,688.81)	(17,688.81)	
532	861	10.557 AZ DHS	C746	C8697082401A	ZR67	(0.00)	(23,406.24)	(0.00)	(0.00)	(0.00)	(0.00)	(23,406.24)	(23,406.24)	
532	861	10.557 AZ DHS	C746	C86980094	ZS41	(0.00)	(19,635.02)	(0.00)	(0.00)	(0.00)	(0.00)	(19,635.02)	(19,635.02)	
532	861	10.557 AZ DHS	C746	CS916103C	ZR69	(0.00)	(18,210.12)	(0.00)	(0.00)	(0.00)	(0.00)	(18,210.12)	(18,210.12)	
532	861	10.557 AZ DHS	C746	CS926013C	ZR76	(0.00)	(25,063.93)	(0.00)	(0.00)	(0.00)	(0.00)	(25,063.93)	(25,063.93)	
532	861	10.557 AZ DHS	C746	CS926014C	ZS08	(0.00)	(3,471.52)	(0.00)	(0.00)	(0.00)	(0.00)	(3,471.52)	(3,471.52)	
532	861	10.557 AZ DHS	C746	CS936012C	ZR72	(0.00)	(12,215.76)	(0.00)	(0.00)	(0.00)	(0.00)	(12,215.76)	(12,215.76)	
532	861	10.557 AZ DHS	C746	CS936057C	ZR71	(0.00)	(10,100.92)	(0.00)	(0.00)	(0.00)	(0.00)	(10,100.92)	(10,100.92)	
532	861	10.557 AZ DHS	C746	CS956005C	ZS45	(0.00)	(43,887.28)	(0.00)	(0.00)	(0.00)	(0.00)	(43,887.28)	(43,887.28)	
532	861	10.557 AZ DHS	C746	CS956016C	ZR68	(0.00)	(15,411.69)	(0.00)	(0.00)	(0.00)	(0.00)	(15,411.69)	(15,411.69)	
			C746 Total			1,265,007.97	(1,974,327.75)	(50,325.16)	(0.00)	(0.00)	1,265,007.97	(1,974,327.75)	(709,319.78)	
			Grand Total			3,791,528.11	(4,532,067.66)	(361,696.45)	9,241,695.40	(8,453,947.25)	13,033,223.51	(12,986,014.91)	47,208.60	

2. Monthly Need Grant Contract Report - DOF-Grants Unit

The following report alerts departments of grants for which the DOF-Grants Unit has not obtained a full copy of the signed grant agreement. Although the DOF-Grants Unit does obtain copies of grant contracts and grant agendas when grant agendas are routed, neither the grant contracts nor the grant agendas are signed by all parties at that time, and are still subject to modification.

If you have a signed grant contract for any of the following grants, please forward a copy to me. Also, please update the other grant information listed as necessary. Thank You!! Scott Allen, Department of Finance (506-7290)

Agency	MASTER Statewide Number	Grant Number	GRANTOR	Start Year	Start Month	Start Day	End Year	End Month	End Day	Grantor Contact	Area Code	Phone	Address	City	State	Zip	Grant Contract	Copy of Board Agenda	TOTAL Statewide Budget
111	PGFL7	PGFL7	AZ DOE	0	0	0	0	0	0	Jacque Gifford	(602)	542-5833	1535 W Jefferson	Phoenix	AZ	85007	no	no	0.00
111	PGPX7	PGPX7	CITY OF PHOENIX	96	11	1	97	10	31	Jan Haldorsen	(602)	262-6059	620 W Washington	Phoenix	AZ	85003	no	no	0.00

3. Monthly Grant Clean-Up Report - DOF-Grants Unit

The following report promotes the timely reconciliation of expired grants. Grants listed on this report have award periods that have expired, but still show receivable or deferred revenue balances which require correcting entries. No grant is considered closed until the entity-wide grant expenditures exactly agree to revenues.

Expired Grant Clean Up Report										Produced by the Department of Finance-Grants Unit	
May 1997 Month End										Questions? Call Scott Allen @ 506-7290	
Fund	Agency	Statewide #	Grant Number	Reporting Category	Actual End Month	Actual End Day	Actual End Year	Total Inception Revenues	Total Inception Expenses	Net (Receivable)/ Deferred Revenue Balance	
211	111	PGADE	PGADE	0210	6	30	95	124,071.45	0.00	124,071.45	
211	111	PGADE	PGADE	ADEE	6	30	95	0.00	10,778.29	(10,778.29)	
211	111	PGADE	PGADE	ADES	6	30	95	0.00	741.36	(741.36)	
211	111	PGADE	PGADE	JBP6	6	30	95	0.00	104,507.92	(104,507.92)	
211	111	PGADE	PGADE	JBS6	6	30	95	0.00	1,061.82	(1,061.82)	
211	111	PGADE	PGADE	JBT6	6	30	95	0.00	1,670.24	(1,670.24)	
		PGADE Total						124,071.45	118,759.63	5,311.82	
211	111	PGDV6	PGDV6	DV6C	6	30	96	0.00	6,065.00	(6,065.00)	
211	111	PGDV6	PGDV6	DV6R	6	30	96	25,619.00	0.00	25,619.00	
211	111	PGDV6	PGDV6	DV6S	6	30	96	0.00	19,553.79	(19,553.79)	
211	111	PGDV6	PGDV6	DV6T	6	30	96	0.00	0.00	0.00	
		PGDV6 Total						25,619.00	25,618.79	0.21	
211	111	PGGED	PGGED	0211	6	30	96	88,884.00	49,136.00	39,748.00	
211	111	PGGED	PGGED	GEDP	6	30	96	0.00	40,730.62	(40,730.62)	
211	111	PGGED	PGGED	GEDS	6	30	96	0.00	6,590.93	(6,590.93)	
211	111	PGGED	PGGED	GEDT	6	30	96	0.00	1,023.59	(1,023.59)	
		PGGED Total						88,884.00	97,481.14	(8,597.14)	
211	111	PGIC6	PGIC6	IC6E	6	30	96	0.00	85,073.89	(85,073.89)	
211	111	PGIC6	PGIC6	IC6P	6	30	96	0.00	219,919.06	(219,919.06)	
211	111	PGIC6	PGIC6	IC6R	6	30	96	380,195.00	0.00	380,195.00	
211	111	PGIC6	PGIC6	IC6S	6	30	96	0.00	75,202.11	(75,202.11)	
		PGIC6 Total						380,195.00	380,195.06	(0.06)	
211	111	PGJB7	PGJB7	JB7P	10	31	96	0.00	58,677.64	(58,677.64)	
211	111	PGJB7	PGJB7	JB7R	10	31	96	44,376.00	0.00	44,376.00	
211	111	PGJB7	PGJB7	JB7S	10	31	96	0.00	1,979.79	(1,979.79)	
211	111	PGJB7	PGJB7	JB7T	10	31	96	0.00	1,445.87	(1,445.87)	
		PGJB7 Total						44,376.00	62,103.30	(17,727.30)	
211	111	PGPX6	PGPX6	PX6P	10	31	96	0.00	30,583.66	(30,583.66)	
211	111	PGPX6	PGPX6	PX6R	10	31	96	40,888.60	0.00	40,888.60	
211	111	PGPX6	PGPX6	PX6S	10	31	96	0.00	14,091.76	(14,091.76)	
		PGPX6 Total						40,888.60	44,675.42	(3,786.82)	
		Grand Total						704,034.05	728,833.34	(24,799.29)	

4. Monthly Need Final Grant Report (filed with the Grantor) - DOF-Grants Unit.

The following report alerts departments of grants for which the DOF-Grants Unit has not obtained a Final Grant Report (filed with the grantor). The report helps ensure that ADVANTAGE grant activity agrees to the activity reported to the grantor. Grants listed on this report have award periods that have expired.

Listed below are grants that appear to have expired. If you have filed the Final Grant Report (to the grantor) for any of the grants listed below, please forward a copy to me at Finance. Also, please notice if your grant is correct. Thank you!! Scott Allen, Department of Finance (506-7290)

Agency	MASTER Statewide Number	Grant Number	GRANTOR	Start Year	Start Month	Start Day	End Year	End Month	End Day	Grantor Contact	Area Code	Phone	Address	City	State	Zip	Grant Contract	Copy of Board Agenda	TOTAL Statewide Budget	Total Inception Revenues	Total Inception Expenses
111	PGBJ6	PGBJ6	US DOJ	96	3	1	96	9	30	Pat Cuffy	202	307-0191	633 Indiana Ave. NW Room 970	Washington	DC	20531	no	yes	199,422.00	192,844.06	192,869.26
111	PGCOP	PGCOP	CITY OF PHX (OJP)	94	10	1	96	9	30	Barbara Cheatham	602	262-7845	200 W Washington, 4th Floor	Phoenix	AZ	85003	no	yes	29,720.00	29,642.87	29,642.87
111	PGDV6	PGDV6	AZ GOCFP	95	12	15	96	6	30	Robert E Stephenson	602	542-5511	15 S 15th Ave #203	Phoenix	AZ	85007	no	yes	28,750.00	25,619.00	25,618.79
111	PGJB7	PGJB7	AZ DOE	95	7	1	96	10	31	Jacque Gifford	602	542-3025	1535 W Jefferson	Phoenix	AZ	85007	no	no	66,560.00	44,376.00	55,210.48
111	PGPX6	PGPX6	CITY OF PHOENIX	96	7	1	96	10	31	Jan Haldorsen	602	262-6059	620 W Washington	Phoenix	AZ	85003	no	yes	58,700.00	40,888.60	49,523.00
111	PGWT6	PGWT6	AZ DHS	95	10	1	96	9	30	Jim Ferguson	602	381-8999	1740 W Adams #303	Phoenix	AZ	85007	no	yes	1,131,191.00	977,340.00	708,791.14

5. Annual Grant Information Form - DOF-Grants Unit

Prior to fiscal year end close, the DOF-Grants Unit will send out draft Grant Information Forms (see **following page**). The information on the form will be a compilation of ADVANTAGE and current records maintained in the DOF-Grants Unit. The responsible department shall review the Grant Information Forms, make any necessary corrections, and return them to the DOF-Grants Unit. Instructions for the Grant Information Forms will be included in the mailing. At fiscal year end close, blank Grant Information Forms are sent out to report only those grants obtained subsequent to the initial mailing.

Grant Information Forms are a valuable tool in keeping ADVANTAGE grant information accurate. The forms also help in the preparation of the Schedule of Expenditures of Federal Awards, portions of the CAFR, and Expenditure Limitation reports.

Maricopa County
Grant Information Form
Fiscal Year 1996-1997

Please Update (as necessary) and Return to Scott Allen (506-7290), Department of Finance, by June 20, 1997

General Grant Information:

LGFS Agency: <input type="text"/>	LGFS Grant #: <input type="text"/>	LGFS Grantor/ Contractor: <input type="text"/>
LGFS Grant Description: <input type="text"/>		
LGFS Statewide #: <input type="text"/>	Statewide Grantor: <input type="text"/>	
Statewide Award Period: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Statewide Award Budget: <input type="text"/>	
LGFS Grant Award Period: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	LGFS Grant Award Budget: <input type="text"/>	

Grantor Contact Information:

Grantor Contact: <input type="text"/>	Phone: <input type="text"/>
Address: <input type="text"/>	
City: <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>

CFDA (Catalog of Federal Domestic Assistance) Information:

CFDA Contact: <input type="text"/>	Phone: <input type="text"/>
LGFS CFDA #: <input type="text"/>	Federal Funding %: <input type="text"/>

Documents on File at Finance:

Grant Contract:	<input type="text"/>
Board Agenda:	<input type="text"/>
Grant Information Form (Prior Year):	<input type="text"/>

Indirect Cost Information:

	A-87	Chargable
Departmental %:	<input type="text"/>	<input type="text"/>
Central Service %:	<input type="text"/>	<input type="text"/>
Combined %:	<input type="text"/>	<input type="text"/>
Type (Personnel, Non-Major Contract-Equipment, Award):	<input type="text"/>	<input type="text"/>

Department Approval:

Department Contact: <input type="text"/>	Department Approval (Signature): <input type="text"/>
------------------------------------------	-------------------------------------------------------

Department Approval

MYLE-300-1 5/13/97

6. Schedule of Expenditures of Federal Awards - DOF-Grants Unit

Annually the County must prepare a Schedule of Expenditures of Federal Awards (see **Appendix C**) in accordance with the Single Audit Act. The Schedule of Expenditures of Federal Awards is grouped by CFDA number and pass-through grantor. The Office of the Auditor General currently performs the required Single Audit of the Schedule of Federal Awards.

7. Comprehensive Annual Financial Report (CAFR) - Department of Finance

In the preparation of the CAFR (see **Appendix C**), grant activity is segregated in the Special Revenue Fund financial statements. A CAFR entry is made each year by the DOF-Grant Unit to adjust Due From Other Governments (ADVANTAGE Balance Sheet Asset Account #0051), Revenue Collected in Advance (ADVANTAGE Balance Sheet Liability Account #0355) and current year grant revenues. The Office of the Auditor General currently performs the required audit of the CAFR.

8. Expenditure Limitation Report - Department of Finance

In the preparation of the Expenditure Limitation Report (see **Appendix C**), grant activity is segregated to help ensure that the County does not exceed the expenditure limit imposed by Arizona State Statute §41-1279.07. The Office of the Auditor General currently performs the required audit of the Expenditure Limitation Report.

K. Grant Reviews

All grant funds are subject to audit by the grantor, Auditor General's Office, Maricopa County Internal Audit Department, etc. Consequently, it is mutually beneficial to both the Department of Finance and the grantee departments that grant financial activity is accurately reported in grantor financial reports and ADVANTAGE. Annually, the DOF-Grant Unit will request each department to cooperate in a grant review. The review will include obtaining any necessary Board Agendas, grant contracts, or CFDA #'s. Also, grantor financial reports will be reconciled with ADVANTAGE, and indirect cost calculations will be reviewed. During the review we will provide an ADVANTAGE general ledger download of your department's grant activity since July 1, 1995 and demonstrate useful techniques in analyzing ADVANTAGE data in Excel.

L. Monitoring Grant Program Performance

The responsible department has the full responsibility for the conduct and results achieved of their grant programs. Responsible departments should monitor the performance of their grant programs to assure adherence to performance goals, time schedules or other requirements as appropriate to the terms of the grant. In order to carry out these responsibilities, each responsible department shall agree to comply with the applicable federal, state, or local requirements for grants, and to the prudent management of all expenditures and actions affecting the grant. Documentation for each expenditure or action affecting the grant shall reflect appropriate administrative reviews or approvals that should be made in advance of the action.

Administrative reviews are intended to help assure that expenditures are allowable, necessary, and reasonable for the grant. Also, that each proposed action is:

- consistent with grant terms and conditions,
- consistent with Maricopa County Grant Policies,
- an effective utilization of resources, and
- consistent with the objective or scope of the grant.

The responsible department is responsible for all aspects of the day to day administration of the grant, including:

- ensuring that funds are expended as specified by the grant contract
- providing guidance to other grant personnel, and
- preparing and submitting technical reports as required by the grant.